

Using Contact Information to Change Where ePLACE Communications are Sent

Contact E-mail Address may be different from the Login Email Address

1. **Login E-mail:** This email address is needed to create the ePlace Portal Account and is used to log into the system. It's also needed when resetting the password and/or security questions. This email address should always point to the applicant; such that, he or she may always have "control" over their ePLACE Portal account.
2. **Contact E-mail:** This email address may be different from the "Login Email" and it's where all the system will send all the communications about system activity e.g. exam registration, results, license applications, renewals, reminders, etc.

Account Type

Citizen Account

Login Information



Edit

User Name: Steve Kenyon
E-mail: SteveA-K@BostonMail.com
Password: *****
Security Question: What was your favorite day in 2017?
Security Question: What was the name of your Street in 1999?
Security Question: What is the name of your favorite city?
Security Question: Who is your favorite cousin?
Security Question: At what age did you get your motorcycle license?

Contact Information



Add New

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this Portal. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this Portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate "Individual" type of contact with your registration.

Individual - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.


Showing 1-1 of 1 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Steven		Antunes-Kenyon		Individual	Approved	Actions ▼

You may change the Contact Email Address to another address where you want your system communications to be sent!

1. Under Contact Information, select Actions and Edit the Contact Information!

Contact Information

[Add New](#)

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First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
Steven		Antunes-Kenyon		Individual	Approved	Actions ▼ Edit



2. Change the Contact E-Mail Address to where you want ePLACE Communications sent.

* Contact E-mail Address: 

[Save](#) [Back to Account Management](#)



The ePLACE Portal allows you to have a contact email address that is different from that used for the "login". In this way the EIPAS communications for exam registrations, scheduling, license applicaitons, renewals, etc. are sent to the "Contact" email vs. the login email.